



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 3<sup>rd</sup> of July 2023 at 7.30pm** Parish Office,  
Sargent Way, Broadbridge Heath.

**Present Were:**

Cllr Terry Oliver (TO)

Cllr Geoff Clark (GC)

Cllr Christine Knight (CK)

Cllr Edward McLennan-Murray (EM)

Cllr Sarah Chandler (SC)

**Clerk:**

Lucinda Edwards

**Community Guests:**

Cricket Club Members, Ian Stocker and Tim Wells

**Public:**

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**191/23 PUBLIC SPEAKING**

None

**192/23 APOLOGIES**

Apologies and reasons for absence were received from Cllr Sam Hazell and Cllr Debbie Lambert and these were **NOTED** by members.

Apologies were also received from District Councillors James Brookes and Jonathan Taylor, County Councillor Christian Mitchell and these were **NOTED** by members

**193/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

Cllrs Oliver, Clark and McLennan-Murray declared an interest in item 13 – relating to Allotments, as they are allotment holders on the Weston Avenue allotment site.

**194/23 CHAIR'S ANNOUNCEMENTS**

The Chair thanked the officers of the council following the success of the recent Meet you Council evening, stand at the Gala Summer Fair events. Appreciation was also expressed for the officers' work on the community survey which has had a good response so far.

Members were reminded of the external resource review.

Due to lack of members' availability, it was proposed to postpone the second visioning session and for the Clerk to propose potential dates.

**195/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 5<sup>th</sup> June 2023 be accepted as a true and correct record of the meeting. The Chairman signed the minutes.

(Prop: CK; Sec SC)

**196/23 COUNCILLOR VACANCY**

Members were updated that an application to become a Parish Councillor is expected and co-option will be added to the September agenda as appropriate.

**197/23 COUNTY COUNCILLOR UPDATE**

Members **NOTED** the County Councillor written report, shared via the Parish Council website. Cllr Oliver updated members following the recent 3 tiers meeting with the District and County Councillors.

**198/23 CLERK UPDATE**

Members **NOTED** the written Clerk update in Appendix 2 of the supporting document. The below additional updates were **NOTED**:

- Members were advised that, to date, 145 surveys have been completed
- We have been unsuccessful in sourcing a temporary EO from neighbouring Parish Councils to cover the summer period and it was **AGREED** for the Clerk to use delegated authority to effectively manage the operational checks over the summer.
- The external resource review is taking place on 5<sup>th</sup> and 6<sup>th</sup> July
- Visioning session to be postponed
- The letter to the tenants at the Neighbourhood centre has not yet been drafted. Members **AGREED** to delegate to the Clerk to progress as appropriate.

**199/23 SCHEME OF DELEGATION AND FINANCIAL REGULATIONS**

The amendments as detailed in APPENDIX 2 of the supporting documents were **AGREED** by members.  
(*Prop: EM; Sec SC*)

**200/23 WICKHURST GREEN PARCELS OF LAND**

Members were updated on the latest correspondence from Hampshire Legal and Horsham District Council. It was **AGREED** for the Clerk to arrange a meeting with all involved parties, to include HDC, HLS, CPPLC and members nominated the Chair and Vice Chair to attend these meetings to represent the Parish Council.

(*Prop: EM; Sec GC*)

**201/23 VILLAGE CENTRE REPRESENTATIVE UPDATE**

The Chair proposed a motion to move this item to the end of the agenda, which was **AGREED** by members.

**202/23 VILLAGE CENTRE SECTION 297 AGREEMENT**

It was **AGREED** to delegate to the Clerk to sign the revised and reviewed agreement, subject to a final confirmation regarding the clause sequencing, from Cllr Clark.

(*Prop CK; Sec SC*).

**203/23 CRICKET CLUB UPDATE**

Members were updated following the status of the flood damage at the cricket pavilion, noting the details in the circulated confidential report.

Ian Stocker, from the Cricket Club, gave an update on the club's current status.

It was **NOTED** by all that the updated lease requires approval by the Cricket Club in order to progress and it was **AGREED** for the Clerk to re-send the latest draft for their review.

An expenditure of up to £2,000 was **AGREED**, delegated to the Clerk, to instruct a full survey of the building, subject to attempts to obtain more than one quote. It was **AGREED** for the Clerk to proceed with obtaining quotes for the identified remedial works to bring to the council for consideration at the appropriate time.

(*Prop sc; Sec CK*)

It was **AGREED** for officers to liaise with the Cricket Club to set out full obligations document as landlord (PC) and tenant (CC) setting out each parties responsibilities, including annual inspections etc and for a draft document to be considered at the September PC meeting.

*The Cricket Club guests left the meeting.*

**204/23 EMERGENCY LIGHTING - PARISH OFFICE**

It was **AGREED** to proceed with the quote from ICA to install additional emergency lighting at the Parish Office at a cost of £570.

**205/23 TREES**

It was **AGREED** not to replace the dead trees lining the footpath at Charrington Way, in light of the future redevelopment of the play area proposals. It was **AGREED** to remove the dead trees.

It was **AGREED** to delegate to the officers to arrange additional watering of the newly planted tree on SL1 on Wickhurst Green as required throughout the dry season. On the advice of members, a fortnightly watering of 25l should be adequate.

**206/23 PLAY AREA INSPECTION REPORT**

It was **AGREED** to delegate to the officers to proceed with identified works as appropriate

**207/23 ALLOTMENTS**

Members **NOTED** the correspondence from a resident adjacent to the Weston Avenue Allotments regarding loss of privacy and the original landscaping design intended for the allotment site. Members **AGREED** for the Clerk to obtain costings and proposals to plant a new native hedgerow around the perimeter of the site, but noted the timeframe for effective privacy to be provided. It was therefore **AGREED** to install a natural twine style fencing panels of adequate width to provide privacy, and this was delegated to the Clerk to proceed.

#### **208/23 WESTON AVENUE PLOT ALLOCATIONS**

Members **NOTED** the below update:

- 14 Allotments have been allocated since the WA list re-opening.
- All full and half plots allocated – now only raised beds left (5 left).
- 10 residents currently remain on list.
- Some queries have been received regarding plot preferences which are being responded to

#### **209/23 ALLOTMENT RULES**

The below additions to the allotment rules regarding communal sheds were **AGREED** by members.

- The communal sheds are for the use of all plot holders, with an allocated space for each plot.
- All items left in the shed are left at owners' risk.
- The shed codes for plot holders' knowledge only.
- No hazardous items to be left in the sheds.
- Please be considerate to other plot holders and shed users.

**210/23** It was **AGREED** to obtain advice from the National Allotment Society regarding the timing of the setup of an allotment association.

#### **FINANCE AND ESTABLISHMENT**

#### **211/23 PAYMENTS LIST RATIFICATION**

All members **AGREED** to ratify the payments list for June invoices as shared to the website, and in addition those invoices detailed in **APPENDIX A** to these minutes.

**212/23** Additional hours worked during June were ratified and **AGREED** by all.

#### **213/23 END OF QUARTER 1 2023/24**

Members **NOTED** the end of quarter 1 update.

#### **214/23 END OF QTR1 BANK RECONCILIATIONS**

The bank reconciliations for Cashbook 1 and Cashbook 2 were **AGREED** and signed by the Chair of the Parish Council.

#### **215/23 PLANNING APPLICATIONS RECEIVED IN JUNE 2023**

Members **NOTED** the collated comments in response to planning application consultations received in June, per **APPENDIX 5** of the supporting document.

#### **216/23 PLANNING APPEAL LOWER BROADBRIDGE FARM**

Members **NOTED** the correspondence received by some members living in the vicinity of the proposed development.

It was **AGREED** for the Clerk to email the planning authority to enquire as to whether there is anything additional the parish council can do to support their decision.

#### **217/23 MONSTER PLAY AREA OPENING**

Members **AGREED** to delegate to the Clerk to organise an opening event, anticipated to be on Friday 14<sup>th</sup> July, to include press release and associated communications.

#### **218/23 DIGITAL NEWSLETTER**

It was **AGREED** to defer this item to the September meeting.

#### **219/23 SURVEY RESPONSE PUBLICATION**

Members **AGREED** for officers to obtain 2 quotes for a single publication of 4 sides of A4 to communicate responses to the community survey to all residents in the Autumn.

**220/23 CHRISTMAS**

It was **AGREED** for members to email the officers with any ideas for proposals for Christmas events/decorations ahead of the September meeting.

**221/23 SOCIAL MEDIA**

It was **AGREED** to share the below topics highlighted at this meeting:

- Supporting the Cricket Club
- Monster play area progress
- Tree watering

**222/23 VILLAGE CENTRE REPRESENTATIVE UPDATE**

The Parish Council representative provided an update to members following the latest meeting of the Village Centre Trustees. This is reported in the confidential appendix to these minutes.

**223/23 NEXT MEETING DATES**

Members **NOTED** the next dates:

Internal Resource Review – Wednesday 5<sup>th</sup> & Thursday 6<sup>th</sup> July

Visioning Session – postponed – to be confirmed

Three Tier Councillor Surgery – Tuesday 25<sup>th</sup> July – 10am – 12pm

Next Parish Council meeting – Monday 3<sup>rd</sup> July 2023 – 19:30

The meeting closed at 22:48

## **APPENDIX A – ADDITIONAL INVOICES**

Date: 29/06/2023

**Broadbridge Heath Parish Council**

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Time: 13:41

**Current Bank A/c**

**List of Payments made between 04/07/2023 and 04/07/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	DM Services	OP077	538.00		inv19416
04/07/2023	ICA Electrical	OP078	480.00		L238620
04/07/2023	ABBAY BOILERS	OP079	90.72		65029
04/07/2023	CLLR SAM HAZELL	OP080	73.50		Expenses Fete
04/07/2023	Mrs lucinda Edwards	OP081	43.11		Expenses Fete
<b>Total Payments</b>			<u>1,225.33</u>		